



KEAN
UNIVERSITY

LETTER OF AGREEMENT # 105:

REVIEW AND REAPPOINTMENT OF FIRST-YEAR FACULTY

This agreement specifies the evaluation process for newly hired tenure track faculty during their first year of employment.

This Letter of Agreement shall expire on June 30, 2007. It is further understood that these procedures will stay in effect until this time unless either party requests to meet for the purpose of reviewing and/or modifying this Letter of Agreement.

James B. Castiglione
For the Union

[Signature]
For the University

Date: 6/10/04

I. FIRST YEAR EVALUATION

1. The Portfolio: In the first semester of employment, each faculty member shall put together a portfolio for reappointment to consist of the following items:
 - a) student evaluations
 - b) peer observations
 - c) statements of teaching and research/scholarship interest
 - d) summary statements from the departmental ARTP committee and the chair
2. Student and Peer Evaluations: During the first semester of employment the faculty member shall be required to undergo both student evaluations and faculty (peer) observations in at least two different courses (or two different sections if only one course is taught). These evaluations shall not occur before the ninth (9th) week of the semester.
3. Statements on Teaching and Scholarship: In addition to student evaluations and peer observations, and for the purposes of encouraging reflection and professional growth, the faculty member shall prepare two statements, neither to exceed three pages in length, plus bibliography, if appropriate:
 - a) a statement of pedagogical interests which lists the courses being taught and reflects on the faculty member's experiences with Kean University's students; and
 - b) a statement of research and/or scholarly interests.Both statements should outline future intellectual growth and professional development.

4. Departmental Consultation: Before the end of the fall semester the portfolio shall be reviewed and discussed by the departmental ARTP committee, which will prepare a written summary statement regarding the faculty member's portfolio. This statement shall be forwarded to the department chairperson to be used during the chairperson's consultation with the faculty member and will be included in the faculty member's portfolio. During this consultation, the chairperson and the candidate shall review the peer observations and summaries of student evaluations as well as the faculty member's interests for teaching and scholarly development. The chairperson and the faculty member shall also review the summary statement from the departmental ARTP committee. During the consultation the chairperson may make recommendations for improvement if necessary and may direct the faculty member to various services for teaching improvement or arrange for a departmental mentor. The chairperson will prepare a short written summary of the consultation, which will be included in the faculty member's portfolio. After the inclusion of the summary statement in the portfolio the faculty member will review the portfolio and initial and date all items indicating that he/she has seen and read them. The faculty member may, if he/she chooses, provide a written response to the ARTP committee and/or chairperson's statements for inclusion in the portfolio.

In the semester after the student evaluations and faculty (peer) observations are completed the departmental chairperson and the faculty member shall review the observations and summaries of student evaluations as well as the faculty member's progress in his/her teaching and scholarship.

5. Notification of Dean and Provost: After the fall semester consultation with the faculty member, the department chairperson will forward copies of the completed portfolio to the College Dean and Provost.

II. NOTICE OF REAPPOINTMENT

The Provost will make a recommendation regarding reappointment of the faculty member to the President who, in turn, will make a recommendation regarding reappointment to the Board of Trustees. The first-year faculty member shall be informed of the Board's decision on his/her reappointment by the date specified in the *Master Agreement*, currently March 1. (See Article XIII.C p. 20)

III. REAPPOINTMENT APPLICATION

After the initial reappointment the faculty member shall apply for reappointment at the beginning of his/her second year of employment and subsequently each year until the tenure year as per established procedures for reappointment and tenure.

IV. PROCEDURES FOR MID-YEAR APPOINTMENTS

Due to the compressed time-frame of the spring semester, faculty appointed at mid-year shall follow the above procedure for fall semester appointments with the following exceptions:

1. Peer observations shall not occur later than the end of the fourth (4th) week of the spring semester.
2. Consistent with the procedure for fall semester appointees, student evaluations shall be conducted and shall not occur before the ninth (9th) week of the spring semester. As such, these student evaluations shall not be incorporated into the mid-year appointee's portfolio, but may be used as part of the faculty member's reappointment application in the following fall semester.
3. The ARTP evaluation, the chairperson consultation, and portfolio reviews by the Dean and the Provost, must be completed on an expedited time frame such that the President may present his/her recommendations at the first spring-semester meeting of the Board of Trustees.
4. The first-year faculty member shall be informed of the Board's decision on his/her reappointment by the date specified in the *Master Agreement* for mid-year appointees, currently April 15. (See Article XIII.C p. 20)